



## HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

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### VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** NV-OKI-06-008

**TITLE/SERIES/GRADE:** PRACTICAL NURSE, GS-0620-05 (Immunizations)

**SALARY:** GS-05 = \$25,195 to \$32,755 per annum

**LOCATION:** U.S. Naval Hospital, Immunizations Clinic, Director of Primary Care, Camp Lester, Japan

**OPEN DATE:** 03 FEB 2006

**CLOSING DATE:** UNTIL FILLED

**1<sup>st</sup> CUTOFF DATE:** 13 FEB 2006 (Subsequent cutoff dates will be every 10 calendar days. Applications received by this date will receive first consideration.)

**AREA OF CONSIDERATION: OKINAWA-WIDE**

Current permanent federal employees, NAF/AF Interchange eligibles, Reinstatement eligibles, Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service. Veterans Employment Opportunity Act (VEOA), military spouse, and family member eligibles who reside in the Okinawa area.

**NOTES:**

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
2. Applicants must be **currently licensed to practice as practical or vocational nurses** in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States; or must have applied for a license to practice.
3. This is a testing designated position. (TDP). The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of TDP.
4. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
5. Requires satisfactory completion of background checks prior to employment.
6. Duties are at times performed in hospital setting where there is a potential exposure to contagious diseases, radiation, and infections
7. Required to pass a physical examination as a condition of employment.
8. Must be able to attain Basic Life Support certificate and CPR certificate with the appointment of position.
9. **Tour of Duty** may include Permanent Full time, Compressed Work schedule to include a combination of 12 hour, 10 hour, and 8 hour shifts, not to exceed 80 hours per pay period.

**SUMMARY OF DUTIES:**

This position is that of a Practical/Vocational Nurse (LPN/LVN), assigned to the Immunizations Clinic. The Practical/Vocational Nurse is responsible for implementing, coordinating and evaluating patient care through the nursing process. Provides care to a variety of patients across the age span in an outpatient setting. Administers immunizations based on provider orders. Requires skills in basic medication delivery methods and patient monitoring. Skill to enter computer database and extract patient information. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

**Basic Requirements:**

**Licensure:** Candidates must be currently **licensed to practice as practical or vocational nurses** in a State or territory of the United States or the District of Columbia or must have applied for a license to practice. Applications of candidates possessing a license must be accompanied by a certified or photostatic copy of the license, a notarized statement attesting to the fact, or a citation of the license number and State issuing it. Non-licensed candidates who have completed their training may be appointed subject to obtaining the required license during the probationary period. Those not licensed must furnish the date on which they applied for a license and the jurisdiction involved. No person appointed pending licensure may be retained beyond the probationary period if licensure has not been attained.

**AND**

**In addition to the Basic Requirements:**

**GS-05:** One (1) year of specialized experience equivalent to at least the GS-04.

**SPECIALIZED EXPERIENCE:** Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus.

**METHOD OF EVALUATION:** Qualified candidates will be evaluated based on the following knowledge, skills, and abilities. **Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.**

- 1) Knowledge and skill sufficient to perform a moderate range of practical nursing care requiring Licensure as a Practical Nurse.
- 2) Knowledge of actions, side effects and contradictions of medications and vaccines to provide proper administration of medicine.
- 3) Knowledge of basic human anatomy, physiology and pathophysiology of diseases or conditions as indicated.
- 4) Ability to interpret and implement an established patient care plan. Skill sufficient to provide appropriate verbal and written information for that plan and provide patient/family teaching.
- 5) Knowledge of infection control measures, aseptic techniques for prevention of infections and in maintaining the sterile condition of medical supply items.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under non-temporary appointment in the competitive service or excepted service.

**HOW TO APPLY:** Application and forms must be **received** by the close of business on the closing/cut-off date of the announcement. All applications must show the announcement number and grades applying for. Please do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

**WHERE TO APPLY:** Human Resources Office, Bldg. 3597, Navy Satellite Office, Kadena AB. For information please call 634-6749.

**FORMS REQUIRED:** Applicant must provide a copy of current practical nurse license.

OF 612 - Optional Application for Federal Employment, resume, or other written format. *Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information (<http://www.opm.gov/forms/pdfimage/of0510.pdf>).*

1. **Resume and alternative forms of applications MUST contain the following:**
  - Announcement number, title and grade of the job for which you are applying.
  - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held\*); proof of reinstatement eligibility, if applicable.
  - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Identify percentage of time spent when work involved multiple/varying duties. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
  - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
  - An original signature and date.
2. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities).
3. **Supplemental Questionnaire for Nurses.** Questionnaire form is available w/HRO or CIVPERS.
4. Copy of most recent performance appraisal (*If current federal employee*).
5. SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.
6. Copy of Sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached. Please include sponsorship letter or Certificate of Employment if dependents are not specifically listed on the travel orders.
7. Copy of passport and SOFA stamp or in-person verification of passport and SOFA stamp.
8. Declaration of Federal Employment (OF306) found on our website <http://hro.cnj.navy.mil> under forms.
9. DD-214 indicating type of discharge (Member 4 copy). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA eligibles. If claiming 10- point Veterans' Preference, submit an SF-15 and VA letter or certificate.
10. **Supplemental Questionnaire (Okinawa)** **must** be attached to application. Questionnaire can be found on our website: [http://hro.cnj.navy.mil/PDF/FormsUS/other/okinawa\\_questionnaire.pdf](http://hro.cnj.navy.mil/PDF/FormsUS/other/okinawa_questionnaire.pdf).
11. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.
12. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>
13. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

**EDUCATION:** When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional

information, please go to the Office of Personnel Management (OPM) and the U.S. Department Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

**EVALUATION METHOD:** Information contained in the application to include KSA's, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best-qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

**EXTERNAL REFERRAL PROCEDURES:** Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups.

**DEVELOPMENTAL OR TRAINEE POSITIONS:** If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

**MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):** Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

**VETERANS' PREFERENCE:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: [www.opm.gov](http://www.opm.gov)

**OTHER PERTINENT INFORMATION:**

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, which may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade, which occur at the same activity within 90 days of the selection/closing date of the announcement.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.

- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Family members are tied to the sponsor's tour.
- ♣ Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Active Duty Military members applying for this position who are separating from the military must provide separation orders or other document that verifies the separation date, and list of campaign Expedition Medals from the Service Record.
- All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact the Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187.